Call for proposals

SUBMISSION GUIDE

What we’re looking for .................................. 1
Create an exceptional session ....................... 2
Presenter proposal FAQs ............................. 4
Sample submission form .............................. 6
What we’re LOOKING FOR

The goal of all conference content is to help educators develop students’ learning, problem-solving, critical-thinking, creativity and communication, and collaboration abilities.

Example of a typical poster session setup.

WE SEEK PRESENTATIONS THAT:

• Take advantage of student-centered pedagogy; show how educators can individualize learning by differentiating instruction and introducing real-world problem-solving; and support your ideas with the latest scientific research on how students learn.

• Enhance educators’ knowledge. Our goal is to increase both the technical knowledge and the pedagogical content knowledge of educators and teacher candidates.

• Help develop leadership skills. Explores ways to encourage and empower educators and students to lead.

• Advance digital age learning. Delve into systems, models, practices and strategies for creating meaningful digital age learning experiences, both virtual and face to face.

• Address the ISTE Standards. How does your proposal support the ISTE Standards? Provide a model for achieving standards-aligned objectives.

• Encourage audience participation. Think beyond the lecture and devise new ways to engage your audience. Our session formats include interactive lectures, BYODs, snapshots, roundtables, open-area poster sessions and more. Read more about session formats and focus areas.

• Demonstrate the use of technology to model instructional best practices.

• Add to the conversation around current relevant challenges, including computer science and integrating CS into curriculum, higher ed topics beyond typical research paper issues and hot topics like virtual reality.

The ISTE Board of Directors has high expectations for the conduct of ISTE members at the conference and year-round, and is committed to providing a friendly, safe, supportive and harassment-free environment for all conference attendees and participants. Please review the ISTE Codes of Conduct.
Create an EXCEPTIONAL SESSION for ISTE 2018

Give your presentation submission an edge by following these simple steps.

STEP 1: KNOW YOUR AUDIENCE

STATISTICS FROM ISTE 2017

HOT TOPICS AT ISTE 2017

What is your big idea?
Sometimes revolutionary ideas don’t fit into a specific category. Don’t let that stop you from sharing yours, even if it doesn’t match one of these hot topics.

16,000 EDUCATORS 550+ COMPANIES

10 MOST COMMON ATTENDEE JOB ROLES

Teacher/faculty K-12
Tech coordinator/specialist/facilitator
Tech director
Principal
Librarian/media specialist
Consultant/trainer
Assistant principal
Higher ed faculty
Curriculum coordinator/specialist
Assistant/deputy superintendent

Google apps for learning
Professional development
STEM/STEAM activities
1:1, BYOD strategies
Digital citizenship
Computer science
**STEP 2: PICK YOUR FORMAT**
Choose a session format that best fits your presentation style and content.

**LISTEN AND LEARN**
One-way audience interaction

- **LECTURE**
  - Hour-long
  - Traditional

- **PANEL**
  - Hour-long
  - Moderator and 2-3 panelists

**PARTICIPATE AND SHARE**
Moderate audience interaction

- **INTERACTIVE LECTURE**
  - Hour-long
  - Some activities for audience participation

- **POSTERS**
  - Two-hour
  - Demonstration style
  - Multibooth location
  - 1:1 or small group interaction

**EXPLORE AND CREATE**
Extensive audience interaction

- **BYOD (BRING YOUR OWN DEVICE)**
  - Hour-long
  - Hands-on activities

- **BYODex**
  - 90 minutes
  - Extended hands-on activities

- **WORKSHOPS**
  - 3 hours
  - In-depth exploration
  - Preconference
  - Additional fees required

**STEP 3: CHOOSE A FOCUS**
Select a session focus from one of these four areas.

- Digital age learning & teaching
- Leadership
- Professional learning
- Technology infrastructure

**STEP 4: COMPLETE YOUR PROPOSAL**
Submit online: isteconference.org/present
Submission deadline is Sept. 29, 2017.

BE SURE TO:
- Indicate what participants will learn.
- Be detailed in the purpose and objectives of the session.
- Outline the content covered and the process for engaging participants fully.
- Provide research supporting your session.
- Know and understand your format structure.

**STEP 5: HIT SUBMIT!**
Submitters will be notified if their session was selected by mid-December.
About one-third of proposals are accepted.

- **3,020** ISTE 2017 PROPOSALS SUBMITTED
- **1,070** ISTE 2017 PROPOSALS ACCEPTED
- **35.4%** ACCEPTANCE RATE

**STEP 6: CHECK YOUR EMAIL**
How do I submit my presentation proposal?
All proposals must be submitted via our online submission form. You can create a partial submission and return to it later by clicking the “Save and Continue” button.

Do I have to be an ISTE member to present?
We seek proposals from educators at all levels, from all parts of the world and encourage student participation in presentations. We also welcome exhibitor proposals that demonstrate noncommercial uses of technology to transform education.

Is there a fee to submit?
There is no fee to submit. However, if accepted, you must register to attend the conference.

Do I have to register for the conference if my proposal is accepted?
Yes, you must register for the conference to present. However, all presenters are eligible to pay the lowest applicable super-early-bird registration fee, regardless of when they register.

Can I submit more than one proposal?
You are welcome to submit multiple proposals for different topics, but we typically accept only one per person. Please submit only one proposal per topic. Submitting multiple copies of a proposal under different formats does not increase the chances of a proposal being accepted.

ISTE 2017 proposal acceptance rates

<table>
<thead>
<tr>
<th>SESSION FORMAT</th>
<th>SUBMITTED</th>
<th>ACCEPTED</th>
<th>ACCEPTANCE RATE</th>
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<tbody>
<tr>
<td>BYOD</td>
<td>313</td>
<td>121</td>
<td>39%</td>
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<tr>
<td>Interactive lecture</td>
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<td>150</td>
<td>23%</td>
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<tr>
<td>Lecture</td>
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<tr>
<td>Panel</td>
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<td>Workshop</td>
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<td>158</td>
<td>38%</td>
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<tr>
<td>TOTAL</td>
<td>3,020</td>
<td>1,070</td>
<td>35%</td>
</tr>
</tbody>
</table>

When do I need to complete my submission?
We must receive your submission by midnight (11:59 p.m. PT) Sept. 29, 2017.

When will I find out if my proposal has been accepted?
We will send an email notification mid-December when acceptance or decline has been posted on presenter menus.
What topics do submissions need to fall under?
We’re looking for trending topics in one of these four focus areas:

- Digital age learning & teaching
- Leadership
- Technology infrastructure
- Professional learning

How will my proposal be evaluated?
Volunteer teams of content experts review all presenter proposals. The review teams of three to five educators evaluate each proposal against a rubric and make consensus recommendations on inclusion for the ISTE program. Evaluations are based primarily on:

- The topic’s relevance to educational technology.
- Educational significance and contribution to the respective focus area and topic.
- Degree to which higher-/second-order applications of technology are addressed.
- Ease of replication.
- Value to participants.
- Presenter knowledge and expertise.

How will my research paper be evaluated?
Research paper submissions are double-blind peer reviewed. Evaluations are based primarily on:

- Clearly stated and well-conceived research objectives.
- Current and well-articulated perspectives or theoretical framework.
- Appropriate and well-executed research methods (design, data sources, data analysis) that are sufficiently detailed to evaluate the quality of the proposal.
- Well-grounded results (or expectations).
- Quality of writing (clear writing style, organization, clarity of ideas and expression).
- Importance of study (timeliness, advances the field).

What is the likelihood my proposal will be accepted?
Likelihood of acceptance depends on the quality of the proposal and how many proposals are received for the session format you choose. Last year, 35 percent of proposals submitted were accepted. Our review process is rigorous and seeks to select the very best in meeting the proposal needs sought as stated on Page 1 of this guide. Be sure to begin drafting your proposal early enough to allow time for your own review and adjustments.

How should I deliver my presentation?
The method you use to deliver your presentation must align with one of the following session formats:

- **LECTURE***
  One or more presenters addressing a seated audience.

- **PANEL***
  Designated moderator facilitating a discussion among two or more panelists on a particular topic.

- **SNAPSHOT***
  Two independently submitted micropresentation proposals on cohesive topics are combined into an unmoderated hour-long session.

- **INTERACTIVE LECTURE***
  Audience participation and presenter interaction are ingrained in a traditional lecture.

- **BYOD***
  Bring-your-own-device sessions involve extensive hands-on activities using participant’s own device.

- **BYODex***
  Extended BYOD session featuring hands-on creation.

- **WORKSHOP***
  Supplemental hands-on sessions that provide a more in-depth exploration of a topic in a smaller-group setting.

- **RESEARCH***
  Twenty- to 30-minute presentation or hour-long roundtable discussion on original research on the general theme of using technology to enhance education. No equipment or power is provided. Wireless internet connectivity is available. Presentations will be combined into an hour-long session.

- **POSTER***
  Demonstration-style presentation in a multibooth location, which involves interacting one on one or with small groups. Standard set includes a 6’ long by 40” high table with stool, 4’ high by 8’ long bulletin board backdrop, power, wired presenter internet connectivity and large-screen monitor to connect to presenter’s own device.

  All presenters and participants are required to bring their own presentation devices.

  *This session format takes place in rooms equipped with presenter wired internet connection, LCD projection with screen, lavalier mics, Apple TV hardware, Airplay/Airplay Mirroring service and sound system to connect to presenter’s own device. Participants will have wireless internet connectivity.

More questions?
Contact conf-program@iste.org.
FORMAT

NOTE: * indicates that a value is required before submitting this form. Unless otherwise noted, question applies to all session formats. You may start a submission and complete it at a later time. The information on this page will not be saved until you click the "Save and Continue" button at the bottom of the page.

**SESSION FORMAT**

NOTE: This field will not be editable once you've progressed past this page.

Listen and Learn: Primarily one-way interaction between presenters and audience.

- **LECTURE**: An hour-long presentation with one or more presenters addressing a seated audience.
- **PANEL**: An hour-long presentation with a designated moderator facilitating a discussion among two or more panelists on a particular topic.
- **RESEARCH PAPER**: A 20- to 30-minute concurrent presentation, hour-long roundtable presentation or poster presentation featuring original research on the general theme of using technology to enhance education.
- **SNAPSHOT**: A 30-minute micropresentation combined into an hour-long session that focuses on a particular instructional model, technology solution or content provider resource. Two snapshots are combined into an unmoderated hour-long session.

Participate and Share: Moderate interaction either between presenters and audience or among participants.

- **INTERACTIVE LECTURE**: A lecture featuring audience participation and interaction with the presenter(s) during the session, such as collaborating on a document, creating a web 2.0 project or participating in a presenter-led backchannel, poll or other activity.
- **POSTER**: A two-hour, demonstration-style presentation delivered in an open, multibooth environment that enables presenters to engage their audience in more intimate one-on-one and small-group conversation. Recommended for student presentations featuring K-12 students presenting their own work and global projects involving collaborations across borders.

Explore and Create: Extensive interaction between presenters and audience.

- **BRING YOUR OWN DEVICE (BYOD)**: An hour-long session focused on exploring new resources or developing new skills through extensive hands-on activities using participant’s own device. Attendees are required to preregister.
- **NEW! BYODex**: Extended 90-minute BYOD session focused on exploring new resources or developing new skills through extensive hands-on activities using participant’s own device. These sessions will feature hands-on creation. Attendees are required to preregister.
- **WORKSHOP**: Supplemental hands-on sessions offered in three-hour segments that provide for more personal, in-depth exploration of a particular topic, tool or resource in a smaller group environment. Attendees are required to preregister and pay additional fees. Workshops are scheduled during preconference days, Saturday and Sunday, June 23-24.

Converted format: If your proposal is not accepted in the format you have chosen, would you like to be considered for any of the other formats? Check all that apply.

- **LECTURE**
- **INTERACTIVE LECTURE**
- **PANEL**
- **SNAPSHOT**
- **POSTER**
- **BYOD**
- **BYODex**
- **WORKSHOP**
TOPIC AND AUDIENCE

**SESSION TOPIC** Select up to two.

**Digital Age Teaching & Learning:** Covers all aspects of technology use in the learning environment.
- Assessment/evaluations/standards
- Augmented, mixed and virtual realities
- BYOD/1:1 instructional programs
- Communication and collaboration
- Computer science and computational thinking
- Creativity and productivity tools
- Digital citizenship
- Distance, online, blended and flipped learning
- Early childhood/elementary
- Game-based learning and gamification
- Innovative learning environments
- Instructional design and delivery
- Library/media
- Maker activities and programs
- Online tools, apps and resources
- Open educational resources
- Personalized learning
- Project-, problem- and challenge-based learning
- Special populations/assistive and adaptive technologies
- Storytelling/multimedia
- Universal design for learning/differentiated learning

**Leadership:** Addresses development and articulation of a vision for the role of technology in educational programs.
- Assessment/using data
- Community outreach
- Curriculum planning and evaluation
- Digital equity
- Educational policy and leadership
- Funding and accountability
- Technology planning and evaluation

**Professional Learning:** Focuses on the development of leaders and the accountability of teachers, administrators and educators.
- Best practices and models for coaching
- Best practices for using the ISTE Standards
- Online professional learning
- Professional learning models
- Teacher education

**Technology Infrastructure:** Focuses on the technology, resources and policies necessary to build the technology infrastructure for effective learning, teaching, leading and administration.
- Cloud computing
- Data systems
- Emergent technologies
- Networking strategies/solutions
- Safety, security and student data privacy
**SUBJECT AREA** Select up to two.

- Career and technical education
- Computer science
- ESL
- Health and physical education
- Language arts
- Math
- Music
- Performing/visual arts
- Science
- Social studies
- Special education
- STEM/STEAM
- World languages
- Not applicable

**AUDIENCE ROLE** Select up to three.

- Chief technology officers/superintendents/school board members
- Coaches
- Curriculum/district specialists
- Library media specialists
- Principals/head teachers
- Professional developers
- Teachers
- Teacher education/higher ed faculty
- Technology coordinators/facilitators

**GRADE LEVEL**

- PK-2
- 3-5
- PK-5
- 6-8
- 6-12
- 9-12
- PK-12
- Community college/university
- Not applicable

**SKILL LEVEL**

- **BEGINNER:** Limited or no experience or prior topic knowledge; no prerequisite skills required.
- **INTERMEDIATE:** Basic core competency or knowledge of the topic; some prerequisite skills or knowledge required.
- **ADVANCED:** Considerable experience or advanced knowledge of the topic; significant prerequisite skills or knowledge required.

**SKILL PREREQUISITES**

If you indicated intermediate or advanced skill required above, describe any specific knowledge or skills audience members should have.
GENERAL INFORMATION

**TITLE**

Your title should help attendees easily understand the topic of your session, with the first few words aiming to attract your session’s primary audience. Please use title case (limit 12 words). Example: 10 Best Google Tools for the Elementary Classroom

**DESCRIPTION**

Write a brief but detailed description of your session. Hyperlinks cannot be included. Describe what information you will offer and what attendees can expect to learn from your session (limit 50 words).

**RESEARCH PAPER FORMAT (Research paper)**

Select your preferred research paper format.

- **CONCURRENT PRESENTATION**: Two to three papers presented consecutively within an hour in a lecture setting.
- **ROUNDTABLE PRESENTATION**: Multiple papers discussed concurrently for an hour at round tables set for 10 attendees.
- **POSTER PRESENTATION**: Two-hour, demonstration-style presentation delivered in an open, multibooth environment that enables presenters to engage their audience in more intimate one-on-one and small-group conversation.

**RESEARCH PAPER CONVERTED FORMAT (Research paper)**

If your proposal is not accepted in the format you have chosen, would you like it to be considered for any other formats? Check all that apply.

- **CONCURRENT PRESENTATION**
- **ROUNDTABLE PRESENTATION**
- **POSTER PRESENTATION**

**SPECIAL CONDITIONS**

If any of the following conditions apply to your session, check the appropriate box below.

- **GLOBAL COLLABORATION**: Focused on curriculum, projects or professional learning involving collaborations between or among learners in different countries.
- **STUDENT PRESENTATION**: Presented by K-12 students.
- **YOUNG EDUCATOR**: Primary presenter is 35 or younger.
- **ISTE AUTHOR**: One or more of the presenters is a published ISTE author of a book or journal article.
- **DIGITAL EQUITY**: Regardless of the primary topic, this presentation will include a significant focus on issues of equity or access.
ADDITIONAL DETAILS
Enter a URL that exemplifies your presentation style or supports your session proposal topic. This URL will only be viewed by proposal reviewers.

ATTENDEE RESOURCE
Enter a URL that attendees could use as a resource, if applicable. This URL will be part of your public session proposal on the conference website and mobile app.

∗ ISTE STANDARDS
Select at least one, and up to three, ISTE Standards indicators that will be addressed in your presentation. Visit iste.org/standards for the full list.

ISTE STANDARDS ADDRESSED
Explain briefly, but in detail, how your session will address the ISTE Standards indicators selected. Reviewers will be evaluating proposals based on the depth of use and thoughtfulness in implementation of the selected ISTE Standards.

COMMERCIAL PRESENTATION
ISTE recognizes that many sessions focusing on the integration or application of specific technologies may encompass commercial products. This is acceptable provided they are appropriately labeled. If one or more of the presenters represents or was recruited to present by a for-profit company whose products or services are being discussed, please check the box below.

☐ Commercial presentation

RESEARCH PAPER REVIEWER INTEREST (Research paper)
Are you interested in volunteering to be a research paper reviewer?

☐ I would like to be a research paper reviewer.

PRESENTER CONSTRAINTS
Conference dates are Sunday, June 24, through Wednesday, June 27; workshop dates are only Saturday, June 23, and Sunday, June 24. If you are unable to present on any of these dates or have other scheduling or capacity constraints, describe them here. NOTE: ISTE requires that primary presenters are physically present to moderate their events and must provide presentation device, including connection for any remote co-presenters, if applicable.
LOGISTICS

🌟 ATTENDEE DEVICES

☐ Devices are not needed/used in this session.
☐ Devices may be useful, but they are not required for this session.*
☐ Devices are required to effectively participate in this session.*

*If devices are needed, check any of the following that apply:

- Laptop
  - Chromebook
  - Mac
  - PC
- Tablet
  - Android
  - iOS
  - Windows
- Smartphone
  - Android
  - iOS
  - Windows

ATTENDEE ACCOUNTS, SOFTWARE AND OTHER MATERIALS

Please list any software, apps or accounts attendees should have loaded on their devices (including download URLs, if applicable) to best participate in your session. Also include other equipment/materials to bring.

🌟 ALTERNATIVE ROOM SETTING

(Lecture, panel, snapshot, interactive lecture, BYOD, workshop)

Does your presentation need an alternative room setting/nontraditional lecture setting? If yes, please describe.

☐ Yes  ☐ No

🌟 FLEXIBLE LEARNING ENVIRONMENT

(Lecture, panel, snapshot, interactive lecture, BYOD, workshop)

Does your content focus on, or highlight teaching within, a flexible learning environment? If yes, please describe.

☐ Yes  ☐ No
SUMMARY

PROPOSAL SUMMARY
(Lecture, panel, snapshot, interactive lecture, poster, BYOD, workshop)

Your answers to the following questions will be combined to create your proposal summary. If your proposal is accepted, this summary information will be made viewable on the conference website and mobile app. Please make sure that all content (including spelling and grammar) is suitable for public reference.

Keep in mind that the proposal reviewers may not know you or your reputation or be familiar with the specific technologies, models or instructional strategies you are addressing. Be sure to provide sufficient detail including full names (not acronyms) and brief descriptions of all such elements in your proposal summary so reviewers can evaluate the relevance and usefulness of the information to attendees.

Specifically, reviewers will evaluate your proposal for its:

- Relevance of the topic to the educational technology field and ISTE audience.
- Educational significance and contribution to the respective topic.
- Degree to which higher-/second-order applications of technology are addressed.
- Ease of replication.
- Value to participants.
- Presenter knowledge and experience.

NOTE: To expedite the online submission process, we recommend that you first draft your proposal summary responses in another application, then copy and paste them here.
**PURPOSE AND OBJECTIVES**
(Lecture, panel, snapshot, interactive lecture, poster, BYOD, workshop)

Please provide a detailed overview of the purpose and objectives of your presentation. Describe your objectives as participant outcomes (i.e., what will participants know and be able to do as a result of their participation, or what specific skills will be introduced and practiced). Also include, if appropriate:

- Educational or infrastructure challenge/situation.
- Technology intervention (include specific names/titles and descriptions if tools are not widely known and available).
- Models employed (include brief description).
- Lesson plans or instructional activities/strategies employed (include a brief description of your instructional electronic resources or tools used).
- Evidence of success.

**OUTLINE**
(Lecture, panel, snapshot, interactive lecture, BYOD, workshop)

Provide a detailed outline of your presentation, including:

- **CONTENT AND ACTIVITIES:** What content will be presented and/or in what activities will the audience participate?
- **TIME:** How much time will be spent on each content component?
- **PROCESS:** Include specifics on the frequency and tactics you plan to use to engage the audience (e.g. peer-to-peer interaction, device-based activities, games or contests, etc.).

Posters: Clarify exactly what you intend to share/demonstrate through electronic and/or print media.

**SUPPORTING RESEARCH**
(Lecture, panel, snapshot, interactive lecture, poster, BYOD, workshop)

List any articles, books, websites, recognized experts or other documentation that supports the importance of the session topic and/or the practices/information being presented.

**PRESENTER BACKGROUND**
(Lecture, panel, snapshot, interactive lecture, poster, BYOD, workshop)

List each presenter’s qualifications and experience with the session topic. Be sure to include any previous presentations on this or similar topics.
PROPOSAL SUMMARY (Research paper)
Your completed proposal should describe your study in as much detail as possible without exceeding 2,000 words (excluding references). It should not include any references that would reveal the identity of the author(s). Proposals will be judged via a double-blind peer review and evaluated based on:
- Clearly stated and well-conceived research objectives.
- Current and well-articulated perspectives or theoretical framework.
- Appropriate and well-executed research methods.
- Well-grounded results (or expectations).
- Well-written proposal (clear writing style, organization, clarity of ideas and expression).
- Importance of study (timeliness, advances the field).

NOTE: For accepted proposals, this summary information will be viewable on the conference website and mobile app. Please make sure that all content (including spelling and grammar) is suitable for public reference. We encourage presenters to create an infographic or visual file representing your research findings (examples will be provided to those accepted). Final papers should be completed and uploaded between mid-April and early June.

★ PURPOSE AND OBJECTIVES (Research paper)
What are the objectives or purposes of your research?

★ PERSPECTIVE OR THEORETICAL FRAMEWORK (Research paper)
What perspective(s) or theoretical framework does your research follow or embody?

★ RESEARCH METHODS (Research paper)
Describe your research, including a detailed description of design, data sources and methods of analysis, such as how you selected participants and the types of questions you asked.

★ RESULTS OR EXPECTATIONS (Research paper)
Describe your results or your expectations in cases where the results are not complete.

NOTE: For proposals without finalized data, please note this clearly in your proposal. However, you should be sure to provide evidence that the research is well-conceived, underway and likely to be fully implemented and completed. You can still be considered for a research session.

★ EDUCATIONAL OR SCIENTIFIC IMPORTANCE (Research paper)
Describe the educational or scientific importance of your study.

★ REFERENCES (Research paper)
List your references.
CURRENT PRESENTERS

This is the list of people currently associated with this proposal. As the proposal submitter, you have exclusive access to edit this proposal. By default, you have also been designated as a presenter on this proposal.

You may change your role and/or add or remove additional presenters below. Anyone you add to this proposal (with an email address) will be notified and invited to create their own presenter menu from which they will be able to view, but not edit, this proposal.

Roles:

- **NONPRESENTING SUBMITTER:** Select this role for yourself if you do not wish to be listed as a presenter.
- **PRESENTER:** Select this role for anyone you wish to be listed as a presenter, including yourself.
- **STUDENT PRESENTER:** Select this role for any presenters who are K-12 students.

NOTE: ISTE requires that primary presenters are physically present to moderate their events and must provide presentation laptop/tablet, including connection for any remote co-presenters, if applicable.

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<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>EMAIL</th>
<th>ROLE</th>
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<tbody>
<tr>
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<td><a href="mailto:jsmith@abc.com">jsmith@abc.com</a></td>
<td>Presenter</td>
</tr>
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</table>

ADD PRESENTERS

Please enter the last name and email address for any additional presenters. If we do not have record of this individual currently in our database, you will then be asked to provide full contact information.

Repeat process as many times as needed for all presenters.

First name: 
Last name: 
Email: 
Student presenter? 

If presenter is a K-12 student, email address is not required.